

**APPENDIX H**  
**EXHIBIT A**  
**REQUIREMENTS OF IOWA ROSE PROGRAM**



**INTRODUCTION**

Management personnel will rent single-family homes to persons willing to work toward homeownership under the Iowa ROSE Program. A desire for homeownership and a demonstrated willingness to address obstacles to owning a home, will be the focus of applicant selection and will determine the services offered to the Iowa ROSE Program participants as outlined below. The Iowa ROSE Program has been established as an incubator for homeownership.

The Applicant must provide a plan demonstrating how the project will meet the following program requirements.

**PROGRAM REQUIREMENTS**

**Initial Participant Prescreening**

Management personnel will screen applicants and select prospective participants in conformance with the Program requirements.

**Services Provided To And Obligations Of Participants**

Management personnel will ensure that prior to the execution of a lease, participants complete the following:

- A. A minimum of two homeownership counseling sessions with Housing Counselor;
- B. A Participation Contract (Exhibit B) which shall include the following two attachments:
  - 1. A written homeownership plan (the "Homeownership Plan") to be developed on an individual basis during the homeownership counseling sessions described above, outlining each participant's goals and strategies for achieving homeownership; and
  - 2. A written maintenance contract (the "Maintenance Contract"), a form of which is attached as Exhibit C.

**Services Provided To Participants Accepted Into The Iowa ROSE Program**

Management personnel will ensure that the following services are provided for all participants accepted into the Iowa ROSE Program:

- A. Quarterly maintenance inspections conducted by management personnel to evaluate maintenance and upkeep of each home. After the participants have been in the Program one year, such inspections may be conducted semiannually.
- B. Semiannual maintenance classes conducted by management personnel and the Housing Counselor to:
  - 1. Familiarize participants with electrical, heating and plumbing systems in their homes;
  - 2. Address problems identified in maintenance inspections;
  - 3. Raise awareness of seasonal preventative maintenance; and
  - 4. Teach home maintenance skills.
- C. Quarterly sessions conducted by the Housing Counselor to:
  - 1. Discuss each participant's progress toward meeting the goals outlined in the Homeownership Plan;
  - 2. Make any necessary modifications to each participant's Homeownership Plan;
  - 3. Define areas of needed improvement; and
  - 4. Determine tasks or outcomes to be completed during the upcoming quarter.
- D. Quarterly homeownership newsletter informing participants of:
  - 1. Available homeownership programs and opportunities;
  - 2. Financing options for a home purchase;
  - 3. Home maintenance and landscaping techniques;
  - 4. Profiles of successful homeowners;
  - 5. News from neighborhood organizations; and
  - 6. Budgeting and consumer tips.

#### Other Information

- No less than \$50 per unit per month must be put into an account.
- If a resident moves, the money should follow the resident for assistance in housing ownership.
- If a residents moves and does not attain housing ownership, the ROSE Program savings will be split among the remaining tenant homeownership accounts.
- Prior to sale of the unit, any reserves available shall be used to make improvements as determined by a Capitol Needs Assessment performed by a third-party contractor. If the reserves are not sufficient, the Owner will provide other sources of funds to make repairs.
- The Owner must provide documentation illustrating how the purchase price is being determined, and evidencing the tenants' monthly anticipated mortgage payment, and tenant-paid utilities.